



Request for Training Form

ONE FORM PER TRAINING PROGRAM

REQUEST FORMS MUST BE RECEIVED BY HR DEPARTMENT TWO (2) WEEKS PRIOR TO SCHEDULED TRAINING FOR INTERNAL TRAINING; THREE (3) WEEKS PRIOR FOR EXTERNAL TRAINING

Date:	Employee Name:
Position Title:	Department:

TRAINING PROGRAM INFORMATION:

Name of Training:	
Date(s) of Training:	Time(s) of Training:
Location of Training:	Cost of Training:

SUPERVISORY APPROVAL: Approve and forward to Human Resources Department

Supervisor/Director Signature:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Training Not Approved, Give Reason:		
Human Resources Signature:	Date:	
Finance Signature:	Date:	Check #:

Human Resources Use Only

Approved and Added to Attendance	Entered by:
Date:	
Copy of Approved form forwarded to Employee on (date):	
Training File Updated On:	Human Resources Signature:

PROCEDURE FOR COMPLETING REQUEST FOR TRAINING FORM

The following are instructions for completing the Request for Training form:

1. Employee requesting to attend a training completes the first two (2) sections of the form:
 - Request forms must be received by the Human Resources (HR) Department a minimum of two (2) weeks in advance for internal training
 - Request forms for external training programs must be received by the HR Department a minimum of three (3) weeks in advance for external training)
2. Employee submits completed form to his/her supervisor for approval. Requests to attend external programs must be accompanied by the program registration form.
3. Supervisor completes the third section of the form:
 - Approves the request by signing and dating the form, and forwards with training registration form(s) and check request if applicable, to Human Resources Department

OR

- Does not approve the request; indicates reason for denial on the form; advises employee that request is denied; and returns original request form to HR Department.
4. If approved, Human Resources:
 - Enrolls employee in training and signs & dates the Request for Training form
 - Submits all forms to Finance Department (if applicable)
 - Sends copy of approved form to the respective supervisor and employee
 5. Employees attending external training must submit to the HR Department an original certificate of attendance indicating **number of training hours** earned during the training in order to receive credit for the training program.
 6. Human Resources updates employee's training record and files form and attendance/certificate in employee's training file.